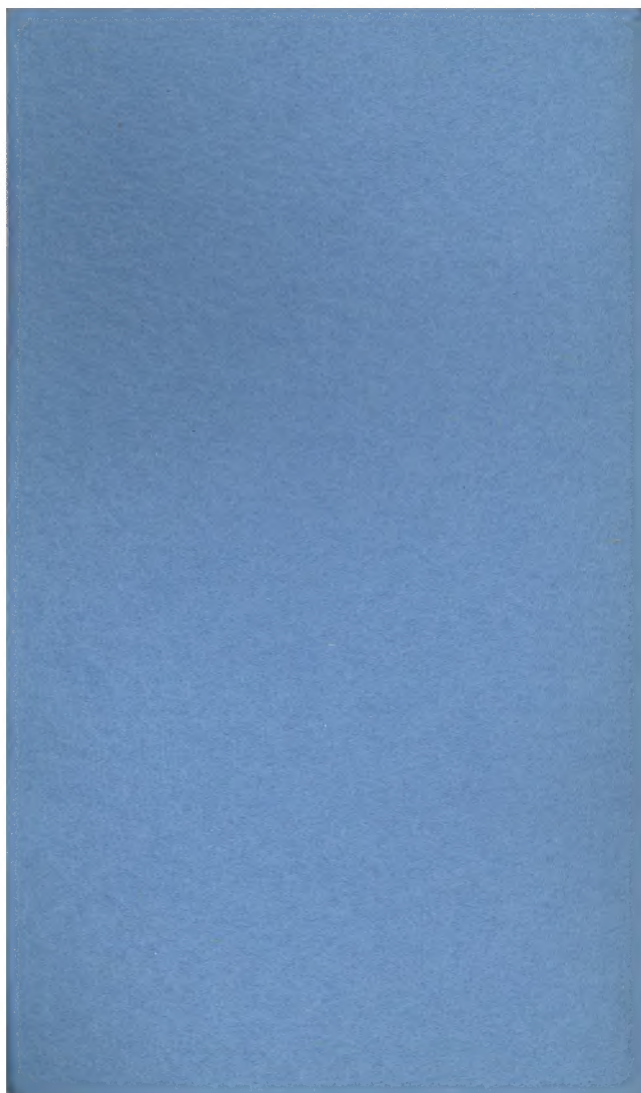


Edmonton
Typographical
Union
No. 604

CONSTITUTION
and BY-LAWS
together with
Rules of Order
Etc.



Revised and Amended
June 15, 1943



OK

Edmonton
Typographical Union
No. 604



*Constitution and
By-Laws*

*Together with
Rules of Order, Etc.*



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PREAMBLE

WE, the Printers of Edmonton, Alberta, acting under authority of a Charter from the International Typographical Union, in order to concentrate our efforts for the attainment of the rights of labor and the preservation thereof to those who work at the art of printing, and believing that a union for such purposes must be beneficial to all printers, deem it compatible with individual rights to establish laws for the government of our craft, and therefore adopt and promulgate the following Constitution.

ORDER OF BUSINESS

1. Examination of Working Cards by Sergeant-at-Arms.
2. Reading of Minutes.
3. Reading of List of Delinquent Members.
4. Chapel Reports.
5. Presentation of Cards.
6. Report of Executive Committee.
7. Communications and Accounts.
8. Applications for Membership.
9. Report of Investigating Committee, Sick Fund Board, Apprentice Committee and Standing Committees.
10. Balloting on Candidates for Membership.
11. Initiation.
12. Reports of Officers.
13. Nomination, Election and Installation of Officers.
14. Reports of Special Committees and Delegates.
15. Questions by Members and Notices of Motions.
16. Unfinished Business.
17. New Business.
18. Good and Welfare.
19. Adjournment.

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CONSTITUTION

ARTICLE I.

Name and Jurisdiction

Sec. 1. This association shall be known and designated as **Edmonton Typographical Union, No. 604**, a subordinate Union working under the jurisdiction of the International Typographical Union of North America.

ARTICLE II.

Membership

Sec. 1. Any printer—which shall be deemed to include any person, male or female, directly engaged in the printing and preparation therefor of books, newspapers, etc., whether as foreman, compositor, machine operator, machinist, or printer-proofreader—who has served an apprenticeship of six years, and is a competent workman, may become a member of the Union by making proper application and by complying with the requirements of the Constitution, By-laws, Rules and Scale of Prices, and the Laws of the International Typographical Union.

ARTICLE III.

Officers

Sec. 1. The elective officers shall consist of a president, vice-president, secretary-treasurer, corresponding and recording secretary, executive committee (consisting of the immediate past president, who shall be a member in an advisory capacity only, the president, vice-president, secretary-treasurer, recording secretary and three other members), and a sergeant-at-arms.

The following standing committees shall be elected the same as the officers of this body:

Sick fund board (three), newspaper scale committee (three), commercial scale committee (three), newspaper joint standing committee (two), and commercial joint standing committee (two).

Sec. 2. Delegates to the International and District Typographical Unions, Dominion Trades Congress, Allied Trades Council, Trades and Labor Council, and all other organizations with which this Union may become affiliated, shall be elected at the time appointed by and in accordance with the By-laws of such bodies.

President

Sec. 3. The President shall preside at all meetings and enforce order and strict observance of the Constitution, By-laws and Rules without fear or favor; sign all orders on the treasury, all cards of membership and other documents, jointly with the Secretary-Treasurer; appoint all special committees, unless otherwise provided; and transact such other business as may by custom pertain to his office. For his services he shall receive such remuneration as the Union shall decide.

Vice-President

Sec. 4. The Vice-President shall perform all the duties pertaining to the office of President in case of his absence, death, resignation or removal; and shall act as chairman of the Executive Committee and convener of the Executive Committee meetings. In case of the death, resignation or disability of the President, the Vice-President shall assume all the responsibilities of the President until the next regular meeting of the Union, when a successor shall be elected. In the event of the death, dis-

ability, absence or resignation of both President and Vice-President, the Union shall elect a President pro tempore, who shall serve until the election of permanent officers.

Secretary-Treasurer

Sec. 5. It shall be the duty of the Secretary-Treasurer to conduct all correspondence of the Union pertaining to his office; issue all orders on the treasury; furnish candidates with notices of their election or rejection as soon as possible; keep faithfully all books, papers, etc., belonging to his office—financial and membership—under his charge during his term of office, and deliver them to his successor, or to the Executive Committee or Union, on demand. He shall fill properly all blanks furnished him by the officers of the I.T.U. He shall, through the medium of the Typographical Journal, notify all sister unions of all applications for membership and the rejection of any application for membership, or the expulsion of any member, specifying the reason therefor. He shall keep a book containing a copy of the obligation, which each member shall subscribe to on being initiated. He shall keep correct individual accounts between the Union and its members; receive and collect all monies due and belonging to the Union, make all monthly disbursements covered by standing orders and those ordered by vote of the Union. He shall keep a book wherein each member's name shall be recorded in such a manner as to show when he was admitted, whether by initiation, traveling card or by deposit of withdrawal card; when he paid his full amount of dues, fines and assessments; when he was suspended or expelled and when transferred or withdrawn; or whether deceased; which shall be the register of the Union. On receipt of a traveling card he shall see that it is countersigned before issuing a working permit. He shall immedi-

ately upon receiving an application for membership deliver it to the investigating committee and give them all assistance in their duties, and he shall also report full particulars of the application as soon as possible to the Executive Committee. He shall furnish to any member who may desire it (provided such member is not in arrears to the Union, nor has charges pending against him) a duly certified International Union certificate of membership; issue working cards at the proper time to all who have paid their indebtedness to the Union; attest all orders on the treasury. He shall submit his books quarterly, or as often as required, for the inspection of the Union or its regularly elected officers, and perform such other duties as the By-laws prescribe or the Union may direct. He shall keep a correct list of the officers, and also of the members of the Union. He shall notify the chairman of the Sick Committee, immediately, of any member's sickness which may be reported to him or come to his knowledge. He shall at the expiration of his term of office deliver to his successor all monies, books, and papers belonging to the Union in his possession. All necessary expenses incurred by him in the discharge of his duties shall be submitted in detailed account to the Union at each regular monthly meeting and on its ratification the same shall be defrayed by the Union. He shall receive all monies tendered him and give an official receipt therefor. He shall pay out of the funds of the Union all orders on the treasury signed by the President and himself. He shall report at each regular meeting the amount of receipts, and from what sources; the amount of expenditure, and for what purposes; and the amount of money in the treasury, itemizing the amount of each fund. He shall also report fully each quarter, in February, May, August and November, a detailed, itemized statement

of the financial and numerical standing of the Union. He shall deposit all monies in a chartered bank or registered trust company, as directed by the Union in regular meeting assembled. For his services he shall be paid such sum as the Union may from time to time provide, and the Union shall assume cost of his telephone.

Corresponding and Recording Secretary

Sec. 6. He shall attend all meetings of the Union; record the proceedings thereof in a book especially provided for that purpose; keep a book separate from the records, in which all amendments to the Constitution, By-laws and Scale of Prices, Standing Resolutions, etc., shall be recorded, this book to be at the disposal of the Laws Committee during their deliberations; he shall also act as Secretary of the Laws Committee and Executive Committee, and keep accurate records of the doings of each, reporting to the Union at the next succeeding meeting; he shall notify each member of the Executive Committee of any special meetings of that committee, provided he is instructed in writing so to do by the chairman of the committee. He shall transact all correspondence of this Union (excepting matters pertaining to the secretary-treasurer's office directly) and he shall keep a copy of all letters of importance issued by him. He shall transact such other business as the Constitution and By-laws may prescribe or the Union direct. He shall also act as correspondent to the I.T.U. Journal and to all other periodicals as the Union shall direct. He shall issue notices of meetings of the Union—regular, special or emergency—to Chairmen of Chapels. At the request of the Chairman he shall call special or other meetings of the Executive Committee. He shall also act as Secretary and keep the records for the Apprentice Committee. For his services he shall

receive such compensation as the Union shall from time to time provide.

Executive Committee

Sec. 7. It may adjust all difficulties between journeymen, or journeymen and employers, subject to an appeal to the Union, and report the same in writing at a stated meeting of the Union. It shall see that each office has an organized chapel, appointing Chairmen where there are none. It shall also take charge of the Constitution and By-laws and report to the Union all infringements upon the Scale of Prices, either by employers or journeymen, and may take such action as the interests of the craft may require for converting an unfair office to a fair one; provided, that, in no case shall said committee compromise the Constitution or Scale of Prices adopted by this Union. It shall carry on the emergency business of the Union between regular meetings. The correspondence received by the Union during the month shall be referred to the Executive Committee, whose duty it shall be to read the same and direct such portion as it deems of sufficient importance to be read before the Union. The committee shall not, however, have the power to suppress any information which may come to it, but the Union may order any or all of its correspondence read before it. It shall be illegal for the Executive Committee to hold any meeting, regular, special or emergency, within the walls of any printing office. In any interview with the proprietors or foremen of printing offices at which the Union's business is under discussion, there shall be at least two members of the Executive Committee present.

Sergeant-at-Arms

Sec. 8. He shall assist the President in preserving order at the meetings of the Union;

shall examine the working cards of every member present at each meeting of the Union; prepare the ballot-box for the reception of ballots, and present it to the President for inspection, and be subject to the orders of the presiding officer. He shall have charge of the door at all meetings and allow no person to enter unless possessed of a current working card or on instructions from the President. He shall keep the door locked or bolted and shall only open it to admit members arriving after the commencement of the meeting when the business will allow of such entry without causing any disorder or annoyance to the members assembled.

Delegates

Sec. 9. All delegates elected by this Union to any organization shall attend and represent this body at such meetings and submit a written report in person to this Union within five weeks of the adjournment. On presentation to a regular meeting of this Union a full detailed statement of their expenses they shall be reimbursed for loss of work at the prevailing scale, and, if necessary, first-class railway fare with sleeper berth and \$. . . per day for hotel and board, with reasonable allowances for necessary meals whilst traveling.

Sec. 10. Delegates to the Allied Printing Trades Council and the Trades and Labor Council shall represent the interests of the Union at those bodies and report their actions monthly. Any delegate being absent from three successive meetings of his council, unless for sufficient reason, shall be recalled.

Auditors

Sec. 11. A firm of chartered accountants, who from time to time shall be delegated by the Union, shall make a quarterly audit of the books of the Union.

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ARTICLE IV.

STANDING COMMITTEES

Investigating Committee

Sec. 1. It shall receive from the Union all applications for membership; make a careful and exhaustive inquiry into the qualifications and record of the applicants, and, as soon as the law has been complied with, recommend them for election or rejection at the first regular meeting thereafter.

Laws Committee

Sec. 2. The Committee on Laws shall compare all amendments to the Constitution, By-laws, Rules of Order and Standing Regulations with local and international law, and report to the Union its judgment as to whether or not the proposed amendment is in conflict with existing laws, and make such recommendations as it deems for the best interest of the Union. It shall compile all amendments to the Constitution and By-laws accepted by the Union and keep the same in a book provided for that purpose. If, at any time, any article or section of this Constitution and By-laws shall be found to be in conflict with International Typographical Union Law, the same shall be changed by the Laws Committee without a vote of the Union. The Recording Secretary of this Union shall be Secretary of this committee and have charge of its records.

Apprentice Committee

Sec. 3. This Committee shall consist of one job man, one ad. man, and one linotype operator. They shall encourage in every way possible and have oversight of the progress in the craft of all apprentices, submitting them individually to periodical examinations with a view

to their proficiency, and shall encourage them in any legitimate manner they deem proper. They shall also report promptly, after thorough investigation and examination, on any applications for membership which may be referred to them. The Recording and Corresponding Secretary shall act as secretary of this committee and collect all monies due under the By-laws from apprentices and place the same in a trust account, transferring such monies to the Secretary-Treasurer by cheque when same become due to his office.

Sick Fund Board

Sec. 4. The Sick Fund Board shall consist of three members (with power to add to their number in cases of necessity). It shall be incumbent on the Chairman to keep in touch with the other members of the Sick Fund Board, who, individually or collectively, as circumstances permit, shall visit all sick members. All incidental expenses incurred in supplying comforts, etc., shall be paid on submission of an itemized account and on approval of the Union. For his services the Chairman shall be paid the sum of two dollars and forty cents (\$2.40) per month as reimbursement for the cost of his telephone. The committee shall report any cases of distress or financial need to the President immediately upon their becoming cognizant of the fact, or even if they suspect the existence of such a state of affairs.

Newspaper Scale Committee

Sec. 5. It shall be the duty of this committee to collect data and negotiate newspaper scale, and keep in touch with all matters pertaining thereto.

CONSTITUTION

Commercial Scale Committee

Sec. 6. It shall be the duty of this committee to collect data and negotiate commercial scale, and keep in touch with all matters pertaining thereto.

Newspaper Joint Standing Committee

Sec. 7. It shall be the duty of this committee to meet with representatives of the employers to settle all disputes arising out of the operation of the newspaper agreement.

Commercial Joint Standing Committee

Sec. 8. It shall be the duty of this committee to meet with representatives of the employers to settle all disputes arising out of the operation of the commercial agreement.

Sanitation Committee

Sec. 9. The Sanitation Committee shall report to the Union in writing each and every three months as to the sanitary conditions in each office, and shall report oftener if conditions make same necessary.

Entertainment Committee

Sec. 10. The Entertainment Committee shall consist of three members (with power to add to their number), and shall be in charge of any and all entertainments authorized by the Union assembled in regular session.

Removals

Sec. 11. Members of all committees appointed by the President may be removed at his discretion, provided good and sufficient reason is stated to the Union in regular meeting assembled.

ARTICLE V.

Meetings

Sec. 1. The regular meetings of this Union shall be held on the fourth Wednesday of each and every month, at 7:30 p.m., and shall conclude at 9:00 p.m., if not previously adjourned. When the regular night of meeting falls on a statutory holiday, the meeting shall be held on the preceding Wednesday. The Union may, by a two-thirds vote of those present and voting at the June meeting, suspend the July and August meetings: Provided, that should business of such an urgent nature arise in these months as to warrant calling a meeting, the Executive Committee shall instruct the President to call such meeting.

Sec. 2. Special meetings may be called at any time at the discretion of the President, or at the request of fifteen members of the Union in good standing, signified in writing to the President and posted in all chapels, provided that twenty-four hours' notice shall be given of such meeting.

Sec. 3. The purpose for which a special meeting is convened shall be stated in the notice. No business shall be transacted other than that for which it is called.

Sec. 4. Emergency meetings may be called at any time at the discretion of the President, all Chapels to be notified of the meeting in the best possible manner as time and circumstances will allow.

Sec. 5. Fifteen members shall constitute a quorum for the transaction of business at any meeting, which shall be conducted according to Roberts' Rules of Order.

CONSTITUTION**ARTICLE VI.****Scale of Prices**

Sec. 1. A new scale of prices may be adopted, or alterations, amendments, or suspensions may be made to any portion of the current Scale of Prices, at any regular meeting of the Union, upon the concurrence of two-thirds of the members present and voting, provided that at least one month's notice of such contemplated action has been given in writing. Provided, further, that such alterations, amendments or suspensions shall not come into effect until the employers shall have had sufficient notice of intended change for such period as is designated by the working agreement, unless the said change shall have been mutually agreed upon by the employers and the Union. Provided, further, that said alterations of Constitution, By-laws and Rules do not conflict with any existing agreement.

ARTICLE VII.**Alterations and Amendments**

Sec. 1. This Constitution, By-laws and Rules may be amended at any stated meeting by a two-thirds majority vote of the members present and voting—and it shall be obligatory on every member present entitled to vote to do so—provided that one month's notice of motion has been given of the particular article and section to be amended. No amendment shall be considered unless it is regularly written out under its appropriate heading, article, etc.

ARTICLE VIII.**Surrender of the Charter**

Sec. 1. This Union has not the power to dissolve itself while there are seven members in good standing dissenting.

BY-LAWS

ARTICLE I.

Time of Meeting

Sec. 1. The regular meetings of this Union shall be held on the fourth Wednesday of each and every month, at 7:30 p.m., and shall conclude at 9:00 p.m., if not previously adjourned. When the regular night of meeting falls on a statutory holiday, the meeting shall be held on the preceding Wednesday. This By-law is subservient to Section 1, Article V, of the Constitution insofar as the suspension of the July and August meetings may be made operative.

ARTICLE II.

Active Members

Sec. 1. Candidates for membership must apply to the Secretary-Treasurer for a blank membership form, to be filled by the applicant and signed by two members of the Union in good standing; and this application shall be handed to the Investigating Committee at the earliest possible moment and they shall make a report on the matter to the Union at the first following regular meeting. The names of all applicants for membership shall be forwarded to the Typographical Journal, excepting those who have served their apprenticeship in this jurisdiction. A permit shall not be granted to any applicant unless by order of the Union.

Sec. 2. It shall require a three-fourths majority of members present to elect any candidate. Rejected candidates cannot make another application within six months, unless by consent of the I.T.U. President.

Sec. 3. No application for membership shall be received unless the full initiation fee accompanies application, in addition to I.T.U. registration fee, and no person shall be admitted to membership who shall not have served at least six years' apprenticeship at the printing business. All applications received during the preceding month shall be read at the next regular meeting of the Union, having in the meantime been referred by the Secretary-Treasurer to the Investigating Committee, which committee shall make full necessary inquiries and report thereon at the next stated meeting, and recommend the terms on which the applicant or applicants shall be admitted to membership.

Sec. 4. If, at the next stated meeting, the Investigating Committee report favorably upon the person or persons proposed, the Union shall proceed according to I.T.U. Law. The Investigating Committee may, however, ask for such reasonable extension of time as they deem necessary to present their final report on any application, to enable the committee to complete their duties in a thorough manner.

ARTICLE III.

Initiation

Sec. 1. The local initiation fee shall be: Up to 35 years, \$20; over 35 years, \$25; the above in addition to I.T.U. registration fee. Apprentices under the jurisdiction of the Union shall pay to the Secretary of the Apprentice Committee at the expiration of their first year of apprenticeship the sum of \$2; at the end of the second year, \$3; at the end of the third year, \$5; at the end of the fourth year, \$5; at the end of the fifth year, \$5; which monies shall constitute their initiation fees to membership in this Union on the completion of their

apprenticeship and attaining proficiency, and no other charges shall be due from them, except the fee for I.T.U. registration. The Secretary of the Apprentice Committee shall collect these monies and turn same over to the Secretary-Treasurer of the Union. The above fees for initiation may be increased in any case where three-fourths of the members present and voting decide at any regular meeting.

All candidates for membership, on presentation for the official ceremony, shall be introduced by the Sergeant-at-Arms and shall be received by the members standing in silence, when, being ranged opposite the chair, the President shall say to them: "Gentlemen, you have been admitted members of this Union; before taking your seats, I require each of you to take the following obligation:

"I (give name), hereby solemnly and sincerely swear, or affirm, that I will not reveal any business or proceedings of any meeting of this or any subordinate Union to which I may hereafter be attached, unless by order of the Union, except to those whom I know to be members in good standing thereof; that I will, without equivocation or evasion, and to the best of my ability, abide by the Constitution, By-laws, and the adopted scale of prices of any Union to which I may belong; that I will at all times support the laws, regulations and decisions of the International Typographical Union, and will carefully avoid giving aid or succor to its enemies, and use all honourable means within my power to procure employment for members of the International Typographical Union in preference to others; that my fidelity to the Union and my duty to the members thereof shall in no sense be interfered with by any allegiance that I may now or hereafter owe to any other organization—social, political or religious, secret or otherwise. That I will belong to no society or com-

bination composed wholly or partly of printers, with the intent or purpose to interfere with the trade regulations or influence or control the legislation of this Union; that I will not wrong a member, or see him or her wronged, if in my power to prevent it. To all of which I pledge my most sacred honor."

Sec. 2. After the member or members have subscribed to the Constitution, By-laws, Rules and Scale of Prices, the President shall announce the name or names of the person or persons admitted, and shall deliver the following charge to him or them before being seated:

"You have been duly proposed and elected by the goodwill and votes of those whose earnest wish is the success of our system of unity and protection. We are banded together for a laudable purpose, morally and legally; you are obligated by your word of honor before all present to adhere to the principles of this organization, and you are committed by your own free-will and handwriting to abide by the Constitution, By-laws, Rules and Scale of Prices. I therefore proclaim you, by virtue of the authority vested in me, a fully recognized and accepted member of this body; and may your conscience lead you to preserve inviolate the pledge you have just taken, and act in the truest sense for the good and welfare of this Union."

Sec. 3. Members who leave this jurisdiction must take out a Traveling or Withdrawal Card.

ARTICLE IV.

Nomination, Election and Installation of Officers

Sec. 1. Candidates for the office of President, Vice-President, Secretary-Treasurer, Recording and Corresponding Secretary, Executive Committee, Sergeant-at-Arms, Sick Fund

Board (three), Newspaper Scale Committee (three), Commercial Scale Committee (three), Newspaper Joint Standing Committee (two), Commercial Joint Standing Committee (two), Delegates to Trades and Labor Council (three), and Delegates to the Allied Printing Trades Council (three), shall be nominated at the regular monthly meeting in October of each year, and the election and installation of said officers shall take place at the next succeeding monthly meeting in November, except in cases of vacancy from any cause whatever, when an election shall be held at any ordinary meeting of the Union at which such vacancy is declared to exist. Officers shall hold office for one year and be eligible for re-election.

Sec. 2. The presiding officer shall appoint as scrutineers three members not in nomination for any office, who shall receive the votes as they are presented, and count them, and shall announce the result to the presiding officer, who shall then declare the names of the successful candidates. These shall be voted for with written or printed ballots—a majority of all votes cast being necessary to a choice. No candidate shall have the right to withdraw his name when once voted for, unless by unanimous consent. When there are more than two candidates for any office, the one having the smallest number of votes shall be dropped at each ballot; and when the votes are equally divided between two candidates, after two successive ballotings, the presiding officer shall cast the deciding vote.

Sec. 3. No person shall be elected an officer of this Union who is not present at nomination, or who has not signified his consent in writing, or who has not been a member in good standing for twelve months.

Sec. 4. The newly-elected officers shall be installed by the presiding officer, or his appointed deputy, immediately after their election.

Sec. 5. Before the officers-elect shall enter upon the discharge of their duties (first having been escorted before the presiding officer or his appointed deputy), they shall give their assent to the following pledge of office:

"You solemnly promise that you will discharge the duties of office to which you are elected to the best of your ability; that you will support the Constitution, By-laws, and Rules of this and the International Typographical Union; that you will constantly strive to promote the welfare of this Union and its members; that you will keep safely guarded all property of the Union that may be consigned to your care, and deliver it up to your successor in office; to all of which you pledge your sacred honor."

ARTICLE V.

Resignations and Removals from Office

Sec. 1. All officers of the Union, before resigning, must give notice of the same in writing; but the resignation of an officer having charge of Union funds shall not be accepted until his books, etc., have been examined by the auditors and approved by the Executive Committee: Provided, that he has paid all dues and assessments, and no charge exists against him.

Sec. 2. Appointed officers may be removed for cause, at the discretion of the Executive Committee, subject to the endorsement of the Union.

Sec. 3. Any committeeman who shall be absent from two consecutive meetings shall forfeit his office, and only sickness or absence from the city shall be deemed a sufficient excuse. The Union shall be duly notified of such absence.

ARTICLE VI.

Charges, Trials and Appeals

Sec. 1. Charges and trials shall be conducted in conformity with I.T.U. law.

ARTICLE VII.

Duties of Members

Sec. 1. Every member present entitled to vote shall vote on all questions, unless excused by the Union; and all questions, unless otherwise provided, shall be decided by a majority of the votes present.

ARTICLE VIII.

Strikes

Sec. 1. Strikes shall be governed by the laws laid down by the International Typographical Union.

ARTICLE IX.

Dues, Assessments, Etc.

Sec. 1. On or before the eighth day in each month all members shall pay their indebtedness to the Union and receive their current working cards.

Sec. 2. A member failing to pay his dues on or before the eighth day of each month, shall not be permitted to go to work by the Chair-

man of the Chapel, until he has paid the amount. In case of dispute, a member may pay the amount under protest, when the Secretary-Treasurer shall bring the matter to the attention of the Union at its next regular meeting.

Sec. 3. Such sums as the Union shall from time to time direct shall be set aside each and every month for the Sick Fund Board.

Sec. 4. Every active member working 15 days or over shall pay monthly 4 per cent. on total earnings; and active members employed for less than 15 days shall pay 4 per cent., but not less than \$1.00 local dues and I.T.U. assessments, 60c of which shall be apportioned when necessary to the sick fund. A member cannot pay less than \$1.00 local dues and I.T.U. assessments. The dues of every sick member shall be charged to the Sick Fund Board during the sick pay period, providing that he supplies a doctor's certificate.

Sec. 5. Assessments for special purposes may be levied only by majority vote by referendum of six-month members. No more than \$10 shall be voted from the Union's funds without notice of motion, except for an account previously ordered or incurred by this Union, except in case of sickness or distress among its members as per Article 13, Relief.

Sec. 6. Should a strike be declared by this Union, it shall be legal to levy an assessment on members lawfully working at the trade, during the period of such strike, in accordance with the preceding section.

Sec. 7. The Chairman of each Chapel shall deliver to the Secretary-Treasurer not later

than the eighth day of every month all monies collected.

Sec. 8. Any member discovered making a false return, with the intention of defrauding the Union, shall be fined \$10 for his first offence and \$25 for any succeeding offence. A member shall pay dues on all sums earned at the trade as an employee, whether at his regular situation or on outside work.

Sec. 9. Edmonton Typographical Union No. 604 shall pay all I.T.U. dues and assessments of local pensioners in this jurisdiction.

ARTICLE X.

Bills and Claims

Sec. 1. All bills and other claims shall be presented at a regular meeting of the Union and receive a vote of approval before payment, having previously been recommended for payment by the Executive Committee.

Sec. 2. The Secretary-Treasurer shall pay all bills and claims in the order in which they have been allowed.

Sec. 3. No officer of the Union shall have power to incur any indebtedness on its behalf, or appropriate any money, without direct authority from the Union, except in the case of the death of a member, when the Sick Fund Board shall have the necessary authority.

ARTICLE XI.

Committees

Sec. 1. Special committees shall be appointed by the President of the Union.

Sec. 2. The first person named or elected on a committee shall be its convener.

Sec. 3. Elective committees and delegations shall select their own Chairmen, unless otherwise provided.

Sec. 4. The final reports of all special committees shall be presented to the Union in writing; but a committee may report progress verbally from time to time as the Union may require.

Sec. 5. No member shall be placed upon a committee unless present at the time of his appointment; nor shall it be compulsory for a member to serve on two committees.

ARTICLE XII.

Balloting

Sec. 1. Voting upon the following questions shall be by secret ballot:

- (a) On ordering a strike.
- (b) On accepting a candidate for membership.
- (c) On altering, amending, or suspending the scale of prices, or on any dispute as to scale of prices.
- (d) On a fine, reprimand, suspension or expulsion.
- (e) On surrendering the charter.
- (f) On any other question, at the discretion of the Union.

Sec. 2. White balls represent "yea" and black balls "nay."

Sec. 3. All questions upon which a vote is taken shall be by majority, unless it be: Suspension of rules, election of candidates, and voting money out of the funds, which shall be by two-thirds vote of those present and entitled to vote; or other matters herein specified.

ARTICLE XIII.**Relief**

Sec. 1. Sick or distressed members of the Union, widows and orphans of deceased members, may receive such relief from the Union as two-thirds of the members present and voting at any meeting may determine, after any case has been investigated and reported on by the Sick Fund Board.

ARTICLE XIV.**Funerals**

Sec. 1. In the event of the death of a member of the Union (in good standing) it shall be the duty of the Sick Fund Board to make necessary arrangements for the funeral. Every member of the Union will be expected to attend the obsequies of such deceased member.

ARTICLE XV.**Traveling Cards**

Sec. 1. Members in good standing who are desirous of leaving the jurisdiction of the Union, upon application to the Secretary-Treasurer shall receive the International Typographical certificate; provided all indebtedness to the Union has been paid, and no charges are pending against him.

Sec. 2. No permits shall be issued or applications accepted from any person coming from an organized town until a meeting of the Union; permits for those coming from unorganized towns or cities shall be issued only on instructions from a regular or special Executive Committee meeting.

ARTICLE XVI.

General Discipline

Sec. 1. Any member who shall work at a less rate than is laid down in the scale of prices, or shall see the same violated without informing the Union, shall be liable to fine, reprimand, suspension, or expulsion as the Union may determine.

Sec. 2. Members shall be fined for any violation of the Constitution or By-laws of the Union, and no member so fined shall be permitted to resume work if fine is not paid in time specified by Union. Any member having been fined, the fine shall be paid before an appeal will be considered.

Sec. 3. No member shall accept work in any office where there is a disagreement between the Chapel and the Management, pending action by the Union.

Sec. 4. Any member attempting to deprive another of membership or good standing by bringing false charges against him, with evident malicious intent, shall, on trial and conviction thereof, be punished according to I.T.U. law.

Sec. 5. No member shall be admitted to the meetings of the Union unless he presents his working card for the current month to the Sergeant-at-Arms, except by permission of the President.

Sec. 6. Any member who shall, during a meeting of the Union, make use of profane or improper language, or appear at a meeting in a state of intoxication, shall be fined by the President not less than \$1 or exceeding \$5, and be ejected from the meeting place. For any subsequent offence he shall be fined not less than \$5. These fines shall not be remitted.

Sec. 7. No member shall leave a meeting after its opening without the permission of the Union.

Sec. 8. All questions or resolutions in reference to trade prices shall be considered first in committee of the whole.

Sec. 9. Any member of the Union who shall divulge any of its proceedings to a person not a member, or who shall discuss the affairs of the Union in public places, or who shall slander a brother member, or falsely accuse him of non-unionism, shall be fined, suspended or expelled, as the Union may determine. Any member knowing of a violation of this section and not reporting it to the President or the Union shall be fined not less than \$1.

Sec. 10. The Union shall attach such penalties as may be deemed proper to offences not specified in these By-laws.

Sec. 11. Any member who leaves his situation unrepresented, except through sickness or other just cause, shall be fined not less than \$5 nor more than \$20. When an offence of this nature is brought to its notice, the Executive Committee must immediately investigate it; and if proved against the member charged, the committee shall impose the penalty.

Sec. 12. It shall be deemed unlawful for a member of this Union to send to outside jurisdictions (either directly or indirectly) for men to hold regular situations when there are a sufficient number of idle men in the jurisdiction of this Union to perform all work. In case there should be no available sub, it shall be illegal for a member of this Union to send out of the city for help and reserve the situation or situations for such imported person or persons unless the Secretary-Treasurer of this Union has been previously notified in writing

of such intention. In no case shall a situation be reserved for a longer period than ten days. The penalty for violation of this section shall be a fine of \$25. This fine shall not be remitted. Any contingency not covered in this section shall be dealt with by the Executive Committee, subject to the approval of the Union.

Sec. 13. The priority system shall be strictly enforced and "subs" shall be kept in their priority by the slip-board system, the slip-board to be in charge of the Chairman of the Chapel. A Chairman of the Chapel violating the provisions of this section shall be liable to a fine of from \$5 to \$25 in the discretion of the Union.

Sec. 14. Foremen must give out such minimum number of situations as are needed to meet office requirements. Employment in other than a regular situation shall be classed as extra work.

Sec. 15. No foreman shall have the right to discharge or discipline a journeyman for putting on an incompetent "sub" if the foreman has not notified the journeyman of the "sub's" incompetency.

Sec. 16. Where it is in the power of a foreman to employ help of the allied trades and he employs a non-union man in preference to a Union man, he shall be fined \$25, and, on second offence, he shall be subject to suspension or expulsion.

Sec. 17. The period of time for which a member of this Union may engage a substitute shall be for not longer than thirteen weeks, and in accordance with I.T.U. law. If, at the expiration of this period, the regular shall not resume his duties, the situation shall be declared vacant. Except in cases of prolonged

sickness or accident, when this section shall be null and void on production of satisfactory evidence of such prolonged sickness or accident to the Executive Committee of this Union. It shall be understood that when any member is delayed in returning to his situation over the thirteen weeks' period by transportation difficulties or sickness, over which he has no control, this clause shall be inoperative.

Sec. 18. No member of this Union shall continue to work after five days have expired after the regular pay day when his employer has failed to pay his wages in full. A fine of 50% (fifty per cent.) of the wages earned after the five days shall be imposed in every case unless the consent of this Union is previously given for such continuation of service. The above fine shall not be remitted.

Sec. 19. Under no circumstances whatsoever, except as hereinafter specified, shall a member regularly employed accept casual employment in any other office in this jurisdiction, except in case or cases of the most extreme emergency (instance: as in case of fire, etc.), when the President of this Union (or his deputy in his absence) shall be the judge of the extent of the emergency and give or withhold his consent accordingly. Overtime rates shall be paid during such period of emergency, and the time shall be "given out" in the usual manner in the office where the member's slip is posted. This law shall apply to all members after completing a day's work (Page 33, Section 5, I.T.U. By-laws). A fine of \$25 shall be imposed by the President for any infraction of this law, to be paid immediately, or the member shall not be allowed to work until payment is made. Appeal against any such fine shall be taken at the next regular meeting of the Union.

BY-LAWS
ARTICLE XVII.

Chapels

Sec. 1. In each office where one or more members are employed, a Chapel shall be established, with one of their number as a Chairman. Each department having a foreman shall have a Chapel. To this Chapel shall be referred for adjustment all differences that may arise between the employer and the employed, or among the journeymen; but in case either party shall feel itself aggrieved after a decision has been reached by a Chapel, it shall be the duty of the Chairman to lay the matter before the Executive Committee, whose decision shall have full force and effect until reversed by the Union. The Chairman shall keep a supply of current copies of the Scale of Prices (both job and newspaper), local Constitution and By-laws and the I.T.U. Book of Laws, and furnish them to all members applying for same.

Sec. 2. Appeals from Chapel decisions to the Executive Committee shall be in writing, signed by the appellant or appellants, and shall be forwarded by the Chairman as soon as possible.

Sec. 3. The Chairman of each Chapel shall make a monthly report in writing to the Union, stating the conditions that existed in the previous month in his Chapel, also number of men and apprentices employed during the month, said report to be presented to the Recording Secretary previous to the regular monthly meeting. Failing to supply a report, the Chairman shall be fined \$1.

Sec. 4. A majority vote of the Chapel shall rule until reversed by the Executive Committee or the Union.

Sec. 5. All cases of dispute arising between employers and employees, which require or have received the consideration of the Chapel, shall be reported in writing to the Chairman of the Executive Committee, for action by that committee as soon as possible, stating the action (if any) of the Chapel thereon. Failure to so report shall make the Chairman liable to a fine of \$5. When only one member is employed in an office he shall act as Chairman. When two members are employed, the one first employed shall act as Chairman.

Sec. 6. In every office where three or more members are employed, a Chairman shall be elected. When the members of any Chapel do not comply with this law, each member shall be fined \$5.

Sec. 7. The Chapel shall adopt such rules for its government as it requires, such rules in no case to conflict with the Constitution and By-laws of this or the International Typographical Union. In cases of failure of a Chapel to adopt rules, the Executive Committee shall perform such duty for it.

Sec. 8. The object of a Chapel is to maintain order and good feeling among its members. It shall take cognizance of every abuse and irregularity that may occur in its office. Each member has a claim upon its protection. It shall also adjust all misunderstandings between the journeymen and the foreman.

Sec. 9. All substitutes employed in an office shall be members of the Chapel where their slips are represented, with voice and vote on every question.

Sec. 10. The Chairman of each Chapel shall strictly enforce the laws of the Union, preside at all meetings of the Chapel, and collect all dues and assessments levied by the Union upon

its members, handing all monies to the Secretary-Treasurer not later than the eighth day of each month.

Sec. 11. The decision of the Chapel shall be obeyed, but an appeal may be made to the Executive Committee of the Union.

Sec. 12. No Chairman of Chapel shall permit any man to go to work unless he is in possession of a current working card, or a permit from the Secretary-Treasurer.

Sec. 13. Overtime on all regular situations shall be cumulative for not less than sixty days.

Sec. 14. The Chairman shall call special meetings of the Chapel when requested by the foreman or at the written request of one member.

Sec. 15. For the purpose of determining the relative standing of all persons working in Edmonton newspaper composing rooms and job offices, the Chairman of the Chapel shall provide a slip-board upon which he shall keep, in the order of their priority, beginning at the top, the names of the members of the Chapel.

Sec. 16. When thus placed in the slip-board such slips shall not be removed, except (1) by the extra or sub himself, if he desires to leave the Chapel and seek work elsewhere; (2) by the Chairman, if he has knowledge or proof that any such regular, extra or sub has accepted more than one day's work except by permission of the Chapel, in any other Chapel; (3) by the foreman, should he wish to discharge any regular, extra or sub.

ARTICLE XVIII.

Miscellaneous

Sec. 1. Payment of wages shall be made weekly or four times a month in cash or by certified cheque.

Sec. 2. All regulations adopted by the International Typographical Union for the government of subordinate Unions shall be considered part of this Constitution, By-laws and Rules; and anything herein conflicting with the International Typographical Union Constitution or By-laws shall be considered void and of no effect.

Sec. 3. All plate and plate supplement matter must be reproduced in accordance with I.T.U. law (Sec. 2, Page 108).

Sec. 4. To impugn the motives of officers, members or committees, or to use reviling or degrading language toward them or the Union, shall be considered a breach of order, and punishable by such discipline as the Union may see fit to impose.

Sec. 5. In the absence of a standing rule, the Union shall have reference to Roberts' Rules of Order.

Sec. 6. Any words signifying the masculine gender shall signify and include the feminine gender.

ARTICLE XIX.

Standing Rules of the Presiding Officer

Sec. 1. The Presiding Officer shall take the chair at the time appointed for the Union to meet and immediately call the members to order, providing there is a quorum present.

Sec. 2. The Presiding Officer is empowered to and shall preserve order and decorum, and if any member transgress the rules, the Presiding Officer shall, or any member may, call him to order, in which case the member called to order shall immediately resume his seat until the point of order has been decided.

Sec. 3. The Presiding Officer shall have the right to decide all questions of order, subject to an appeal to the Union.

Sec. 4. The Presiding Officer shall appoint the members of Sanitation, Apprentice, Investigation, Laws, and Entertainment Committees.

Of the Members

Sec. 5. When a member is about to speak to a question, or make a motion, he shall arise and respectfully address the presiding Officer, and shall not proceed until he has been recognized by the chair; and the Presiding Officer shall pronounce the name of the member entitled to the floor, and the member shall confine himself to the question under consideration.

Sec. 6. No member shall speak more than twice on any one question, or more than five minutes at any one time, without permission of the Union.

Sec. 7. Every member present shall vote on a question when put, unless the Union, for special reasons assigned, shall excuse him.

On Motions

Sec. 8. When a motion is made, and seconded, it shall be deemed to be in possession of the Union, and shall be stated by the Presiding Officer, or, being in writing, shall be delivered to the Secretary and read previous to debate.

Sec. 9. After a motion is stated by the Presiding Officer or read, it may be withdrawn by the mover, on approval of the seconder, at any time previous to an amendment or final decision, by consent of the Union.

Sec. 10. When a question is under debate, no motion shall be received, except to adjourn,

to lay on the table, the previous question, to postpone to a certain day, to commit, to amend, to postpone for an indefinite period, all of which several motions shall have precedence in the order in which they are arranged. A motion for adjournment shall always be in order, except where no business has been transacted between that and a previous motion to adjourn; that and the motions to lay on the table and the previous question shall always be decided without debate.

Sec. 11. A motion for the regular "order of business" shall have precedence, except on a motion to adjourn, or a question of privilege.

Sec. 12. When a motion or question has been put and carried, either in the affirmative or negative, it shall be in order for any member who voted with the prevailing side to move for the reconsideration thereof; but a motion to reconsider having been put and lost, cannot be renewed.

Sec. 13. No motion to amend the minutes, by striking out words or sentences, shall be admissible, unless they contain some error of fact or grammar.

Sec. 14. All motions and resolutions, unless merely affecting the order of business, shall be submitted in writing.

Sec. 15. A motion to suspend the rules must receive the concurrence of two-thirds of the members present, and shall be decided without debate.

Of the Committees

Sec. 16. Every committee to which is referred, with or without instructions, any matter or written documents, shall draft and report, as it may deem necessary, the full text of the subject-matter in proper form, together with

such referred written documents in an unaltered condition.

Sec. 17. A majority of a committee shall constitute a quorum for the transaction of business.

Sec. 18. All reports of committees shall be presented in writing and signed by the Chairmen of such committees.

Committee of the Whole

Sec. 19. A Chairman shall be elected to conduct the business while in Committee of the Whole, the Recording Secretary acting as clerk.

Sec. 20. When the committee is ready to report, the chairman shall take the floor (the Presiding Officer resuming the chair), and make known in proper form the action or result arrived at by the Committee of the Whole, and this shall be entered upon the minutes of the Union.

On the Question of Vote

Sec. 21. All questions may be put in this form: "As many as are of the opinion (as the case may be) say 'Aye'; contrary, 'No';" and in doubtful cases the Presiding Officer may direct, or any member may call for a division.

Sec. 22. The previous question shall be put in these words: "Shall the main question now be put?" And it shall be admitted, when demanded by a majority of the members present, and, until decided, shall preclude all further amendment and debate of the main question. When amendments are pending, the question shall be taken upon amendments in their order, and without debate.

Sec. 23. The ayes and noes shall be taken and recorded upon any question before the

Union, upon the call of any two members, but such shall not preclude amendments being voted on before the main question is put.

Sec. 24. All questions, unless otherwise provided for, shall be decided by a majority of the votes cast.

ARTICLE XX.

Sick Fund Board

Sec. 1. The management of the Sick Fund shall be vested in the Sick Fund Board of the Edmonton Typographical Union, No. 604.

Sec. 2. The Sick Fund Board shall report on each case to the Union, giving a statement of the case being dealt with; also such recommendations as regards payment of benefits, etc., which have been passed by the said Sick Fund Board.

Sec. 3. Members in good standing, who have been rendered incapable of following their regular employment through sickness or accident, not resulting from intemperance, immoral conduct or professional sports, shall be entitled to receive the benefits mentioned in Section 4. No member shall be entitled to sick benefits unless he or she has been in good standing (all dues paid) in Edmonton Typographical Union, No. 604, for at least twelve months prior to commencement of sickness or accident.

Sec. 4. No member shall be entitled to receive sick benefits for the first seven (7) days of any illness. If the illness should extend over a period of seven (7) days, he shall be entitled to receive sick benefits from and including the eighth day of the illness at the rate of ten (10) dollars per week for a period of not more than eight (8) consecutive weeks for any one illness, provided that by a two-thirds vote of the members present at a meeting of the Union, benefits may be extended

for such further period as the Union may decide.

Sec. 5. Upon the death of a member who has been in good standing for twelve months previous thereto, the Secretary-Treasurer shall immediately draw from the treasury a sum equal to a \$1 assessment on the membership, to be paid to the beneficiary of the deceased member.

Sec. 6. At the first regular monthly meeting after the death of a member, an assessment of \$1 shall be levied upon each member of this Union for each death occurring among the members during the previous month, the amount of such assessment to be turned into the general fund of the Union.

Sec. 7. In the event of death of a member, floral tributes to the value of \$5.00 will be sent. This shall be limited to deceased members of the Union. Exceptions to the foregoing shall be at the discretion of the Executive Committee.

Sec. 8. Any member who is indebted to Edmonton Typographical Union, No. 604, in any way, will not be eligible to draw sick benefits until all such indebtedness is paid in full.

Sec. 9. Any local member on pension roll (who wishes to) may pay sick fund assessments and become eligible to draw benefits under the Sick Fund Board regulations.

BY-LAWS COMMITTEE,

G. H. BOWLING, Chairman

H. HAWKINS, Secretary

C. A. FRENCH

S. PALMER

J. G. CAMPBELL.

June 15, 1943.

